Agenda
9th Academic Council Meeting

SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS, FEROZEPUR

(NBA and NAAC Accredited Autonomous Technical Integrated Campus Established by Government of Punjab)

VENUE: Committee Room, Block-D, SBSSTC Campus

DATE & TIME: 7-02-2018, 10:30 AM

CONTENTS

CONSITUTION OF ACADEMIC COUNCIL

S. No.	Nomenclature	Designation
1.	Dr T S Sidhu, Director, SBSSTC Ferozepur	Ex-Officio Chairman
2.	Prof. (Dr.) Savina Bansal, Dean R&D, Nominee of VC, MRSPTU, Bathinda	Member
3.	Prof. (Dr.) A.K. Goyal, Director, College Development Council, Nominee of VC, MRSPTU, Bathinda	Member
4.	Prof. Karanveer Singh, Controller of Examination, Nominee of VC, MRSPTU, Bathinda	Member
5.	Dr. Balkar Singh, Director (College & Development), IKGPTU	Member
6.	Er. Ekonkar Singh, Deputy Registrar (Academics), IKGPTU	Member
7.	Er. Reetipal Singh, Associate Prof. (Academics) & Coordinator, BOS, IKGPTU	Member
8.	Dr. Sehajpal Singh, Principal, Guru Nanak Dev Engg. College, Ludhiana	Member
9.	Dr. Balwinder Singh, Professor, GZS Campus CET, Bathinda	Member
10.	Er. Lalit Sharma Managing Director. M/s Young Industrial Corporation, D-320, Phase -8, Focal Point, Ludhiana	Member
11.	Mr Ravi Gupta, M/s Devraj Hi-Tech Limited, Ferozepur	Member
12.	Dr. Lalit Sharma, Associate Director, SBSSTC Ferozepur	Member
13.	Mrs. Anila Gupta, Dean Post Graduate Studies, SBSSTC, Ferozpur	Ex-Officio
14.	Dr. Tejeet Singh, Dean Accreditation and Autonomy, SBSSTC, Ferozpur	Ex-Officio
15.	Dr. Manjinder Singh, Dean Academic Affairs, SBSSTC, Ferozpur	Ex-Officio
16.	Mrs. Navneet Kaur, Dean Students Welfare, SBSSTC, Ferozpur	Ex-Officio
17.	Dr. Rajiv Kumar Garg, Controller of Examination, SBSSTC, Ferozpur	Ex-Officio
18.	Dr. A.K. Tyagi, Professor, SBSSTC Ferozepur	Ex-Officio
19.	Dr. Ajay Kumar, Head DASH, SBSSTC Ferozepur	Ex-Officio
20.	Mr. Sukhwant Singh, Head Mechanical Engineering, SBSSTC Ferozepur	Ex-Officio
21.	Dr. Rajiv Arora, Head Chemical Engineering, SBSSTC Ferozepur	Ex-Officio
22.	Ms. Anupam Mittal, Head Electrical Engineering, SBSSTC Ferozepur	Ex-Officio
23.	Dr. Rajni, Head Electronics and Comm. Engineering, SBSSTC Ferozepur	Ex-Officio

24.	Mrs. Daljit Kaur, Head Computer Science Engineering, SBSSTC Ferozepur	Ex-Officio
25.	Mrs. Parampreet Kaur, Head Civil Engineering, SBSSTC Ferozepur	Ex-Officio
26.	Prof. Avinash Singh, Head, School of Architecture, SBSSTC, Ferozepur	Ex-Officio
27.	Mr. Gulshan Kumar, Head Computer Applications and Management	Ex-Officio
28.	Dr. Arun Kumar Asati, Associate Professor, ME, SBSSTC Ferozepur	Member
29.	Dr. Sanjeev Dewra, Assistant Professor ECE, SBSSTC Ferozepur	Member
30.	Mr. J.K. Aggarwal, Associate Professor, ME, SBSSTC Ferozepur	Member
31.	Mr. Shubham Vaish, Student, 3rd Semester, M. Tech. ECE, SBSSTC Ferozepur	Member
32.	Ms. Sukhwinder Kaur, Student, 3rd semester, M. Tech. CSE, SBSSTC Ferozepur	Member
33.	Mr. Amit Kumar, Student, B. Tech. 7th Semester, Mechanical, SBSSTC Ferozepur	Member
34.	Ms. Arpita, Student, B. Tech. 5th Semester, CHE, SBSSTC Ferozepur	Member
35.	Ms. Simran, Sports Students, 5th Semester, ECE, SBSSTC Ferozepur	Member

Item No. 9.1 Confirmation of the proceedings of 8th meeting of Academic Council

The approved proceedings of the 8th Meeting of the Academic Council held on 29-09-2017 were circulated to its members for information and comments, if any **(Annexure-I, Page No.   to)**. No comments have been received.

The approved proceedings of 8th Meeting of the Academic Council are placed for confirmation please.

Item No. 9.2   **To report action taken on the decisions of the 8th meeting of the Academic Council**

Item No. 8.1   **Confirmation of the proceedings of 7th meeting of Academic Council**

Decision: The proceedings of the 7th meeting of Academic Council were confirmed as no comments have been received from any member of Academic Council.

Action: No action is called for**.**

Item No. 8.2   **To report action taken on the decisions of the 7th meeting of the Academic Council**

Decision: The action taken report was approved by Academic Council (AC).

Action: No action is called for**.**

Item No. 8.3   **Approval of the recommendations of the committee constituted by BOG regarding start the new courses and review of existing courses in the institute.**

Decision: The item was discussed thoroughly in the meeting and following decisions were taken:

a) The intake of B. Tech. Mechanical Engineering should be reduced from 180 to 120 by closing the 2nd shift.

b) It was also unanimously decided to start the following new courses:
   i. M.Sc. Physics
   ii. M.Sc. Chemistry
   iii. Post Graduate diploma in computer applications (PGDCA)

Further, it was approved that integrated certificate-diploma-degree courses with multiple exits should be started in the institute on the same pattern as being done at MRSPTU Bathinda. The course curriculum for this course will remain same as that of MRSPTU.

Action: The decision being implemented.

Item No. 8.4   **Regarding payment of postage to external paper setters.**

Decision: The item was approved as proposed with modification that an amount of Rs 100/- per question paper may be paid as Postage Charges to external paper setter in addition to Rs. 1000/- per question paper as paper setting charges.

Action: The decision has been implemented.

Item No. 8.5   **Approval for the requirement of writer in theory examinations.**

Decision: The item was approved as proposed with modification that the selected writer students should not be from the relevant field as that of medically unfit student.

Action: The decision has been implemented.

Item No. 8.6   **Ratification of compilation of result of 2016 batch (First Year) using branch-wise calculation.**

Decision: The item was ratified as proposed subject to the condition that from next session onwards, the calculation should be done subject wise, by including the data of all the students (regular / reappear), for the same subject code and paper ID. The value of mean and standard deviation for a given subject will be valid for that session only. Further absolute grading system is to be used in a given subject if the total number of students (including both regular and reappear) appearing in that session in the given subject are less than or equal to 30 as per MRSPTU norms.

Action: The decision has been implemented.

Item No. 8.7   **Ratification of using terms SGPA and CGPA in place of SPI and CPI respectively in declaration of examination result.**

Decision: The item was ratified as proposed.

Action: Decision implemented.

Item No. 8.8   **Paper setting by faculty appointed on 11 month basis-regarding.**

Decision: The item was ratified as proposed with the modification that the faculty member appointed on 11 month basis must have a minimum teaching experience of two years for appointing him/her as a paper setter.

Action: Decision implemented.

Item No. 8.9   **To approve the payment of Rs 20/- per student for conducting the Viva Voce for the external examiners and internal examiners for the following subject in the School of Architecture for B. Architecture.**

Decision: The item was approved as proposed with the modification that only external examiner will be paid Rs 20/- per student for conducting the external Viva Voce examination.

Action: Decision implemented.

Item No. 8.10   **Award of grade to international students enrolled for one semester/ short period at the institute level.**

Decision: The item was ratified and approved as proposed.

Action: Decision implemented.

Item No. 8.11   **Registration of 2015 batch students to 5th Semester-regarding.**

Decision: The item was ratified and approved as proposed.

Action: Decision implemented.

Item No. 8.12   **Ratification of Proceedings of Board of Studies of Various Departments of SBSSTC.**

Decision: The item was ratified and approved as proposed.

Action: Decision implemented.

Item No. 8.13　　**Approval for Constitution of new Board of Studies for various departments for further two years.**

Decision:　　　　The item was approved as proposed. Further, the academic council has approved all the outside experts proposed under Serial No. 3 of all the Board of Studies. However, the chairman of respective BOS may call any two outside experts from approved experts at Serial No.3.

Action:　　　　　Decision implemented.

Item No. 9.3: **Adoption of syllabus proposed by AICTE for Colleges w.e.f 2018 – regarding.**

AICTE has prepared the syllabus of all the courses for the students to be admitted in the year 2018. It is proposed that the institute may also implement the syllabus prepared by the AICTE for 2018 batch onwards. Since our institute is having academic autonomy, therefore, if the department wants some modifications in the syllabus due to some local conditions then they can implement that with the approval from the Board of Studies (BoS) of their department, subsequently, duly approved by academic council. The teaching scheme is places at **Annexure-II, Page No to .** The complete syllabus is available at AICTE website.

The above said proposal is placed before the Academic Council for consideration and approval.

Item No. 9.4:   Adoption of revised guidelines of UGC – regarding.

University Grants Commission (UGC) has published revised guidelines for Autonomous colleges on its website on 19.01.2018. Since our institute has already got academic autonomy, therefore, these guidelines must be followed by the Autonomous colleges of UGC in all respect in toto.

Accordingly, it is proposed to follow these revised UGC guidelines in future in the institute in all respect. The revised UGC guidelines are placed as **Annexure-III Page No. to** .

The matter is presented before Academic Council for consideration and approval please.

Item No. 9.5: **Start of PhD and other courses in the institute as per UGC guidelines-regarding**

As per revised guidelines of UGC for autonomous colleges, the institute wishes to start the PhD programmes for the following departments,

1. Mechanical Engineering
2. Chemical Engineering
3. Electronics and Communication Engineering
4. Electrical Engineering
5. Computer Applications
6. Applied Sciences & Humanities (Physics, Chemistry, Mathematics, Psychology and Management)

Moreover, as per revised UGC guidelines institute also propose to start the Diploma (UG and PG), Certificate courses, Degree and Post Graduate Courses at the institute level without getting the approval of University. However, University shall be informed about the introduction of new such courses.

The matter is presented before Academic Council for consideration and approval please.

Item No. 9.6: **Approval of AICTE approved Vocational Courses in School of Architecture.**

The School of Architecture proposes to add Vocational Courses in **Interior Design** as per the AICTE norms from the session 2018-19.Copy attached as **Annexure-IV at Page No to** .

The matter is presented before Academic Council for consideration and approval please.

Item No. 9.7: **Approval of Open Elective for Department of Applied Sciences and Humanities.**

In order to impart managerial skills and knowledge to the undergraduates, the Department of Applied sciences and Humanities wants to offer Human Resource Management (HU-251) as Open elective to all the engineering students of various branches of the Institute from next session (July 2018). The syllabus of the subject is placed as **Annexure-V**, **Page No.   to   .**

It is important to mention here that Human Resource Management (HU-251) is in the list of Open electives of IKGPTU teaching scheme and hence being taught regularly to the students till From 2002 to December 2017.

In this regard, department of Applied Science and Humanities wishes to add this course to the current list of open electives of the SBSSTC, Ferozepur so that it can be offered from the next session to the students.

The matter is presented before Academic Council for consideration and approval please.

Item No. 9.8:   **Approval for increase in Remuneration of setting the external question paper for the Subject Human Values and Professional Ethics.**

It is to inform that the external question paper of the subject Human Values and Professional Ethics is to be set in three languages namely English, Punjabi and Hindi, which is very laborious task. Therefore, it is suggested here that the remuneration of setting the question paper for the same should be increased from Rs.500/- per paper to minimum Rs. 1000/- per question paper.

The matter is presented before Academic Council for consideration and approval please.

Item No. 9.9: **Ratification of the List of Head Examiners for the May 2017 Examinations and onwards.**

As per the 3rd meeting of Academic Council, item no. 3.4(h), it was decided that HOD of the concerned department will be the head examiner for evaluation of answer sheets. Accordingly by office orders no SBS/FZR/1237, the list of head examiners were circulated (**Annexure VI, Page No.**). Subsequently, in the HODs meeting it was decided that the head examiners should be appointed for the specialized fields like one head examiner for thermal, production and design each for Mechanical Engineering department. This would ensure better evaluation of answer sheets. Thereafter, the list of head examiners as per specialized fields were circulated vide office order SBS/FZR/ODA/1262 dated 26/04/2017 (**Annexure VII, Page No.**).

The item is placed before the Academic Council for consideration and ratification please.

Item No. 9.10. : Approval for Tenure of the Committee for deciding Unfair Means Cases.

As decided in the 5th Academic Council Meeting vide agenda item no. 5.3, the Committee for deciding Unfair Means Cases (UMC) consists of;

1. A Retired Judge/ Eminent advocate   Chairman
2. An eminent Academician   Member
3. An Administrator   Member
4. Registrar/ Nominee of IKGPTU*   Member
5. Registrar/ Nominee of MRSPTU   Member

*till all the batches affiliated to IKGPTU passed out

Initially, the institute had approached Ms. Manju Rana for appointment as Chairman and after her consent; she was appointed the Chairman of the committee and had dealt with the cases in the academic year 2015-16.

Thereafter, the institute had approached District Courts for nominating some retired judge for appointment as Honorary Chairman. As per intimation from the district courts, Sh. Balwant Singh, Retired Judge, had consented for the same (**Annexure-VIII Page No**). Thereby, he had been appointed as Honorary Chairman of the Committee for dealing with the UMC cases reported in academic year 2016-17 and subsequently for 2017-18 with the approval from the Director (**Annexure-IX Page No**).

It is proposed that the tenure of the Committee for Deciding Unfair Means Cases may be fixed at two years as is the norm with the other similar committees.

The institute may approach the district courts again, at the expiry of tenure of two years, for the name of Chairman of the committee.

The matter is presented before Academic Council for consideration and approval please.

Item No. 9.11:   **Registration date and collection of fees from the students-regarding**

In the 28th Meeting of BOG vide Agenda Item No. 28.3, it was decided that to avail the benefits of Chief Minister Scholarship Scheme (CMSS) continuously in the subsequent semesters, the students must have to clear all subjects of the previous semesters; otherwise, the benefits of CMSS shall not be given to him/her. Due to the implementation of Chief Minister Scholarship Scheme (CMSS), the fee of second semester can only be decided after the declaration of the result.

In the 5th IQAC meeting held on 29.01.2018 (**Annexure-X, Page No-----**), it was decided that the concerned clerk and Academic In charges of the department will be responsible for the determination and collection of fee of all the students. The compiled data shall be sent by HODs through the office of Dean Academics to registrar. Thereafter the registrar will ensure that all the students have deposited the fees as per prescribed rules. As most of the students are from other states and they usually submit their fees after the due date of registration. The students are allowed to do the registration with fine within 4 weeks after the due date of registration.

As the last date of registration is not specified by the university/Board, therefore, it is proposed that:

(i)   The decision of date of registration, last date of depositing of fee without fine, late fee/late registration fine to be imposed on students shall be taken in the **College Council** consisting of Director, Associate Director, All HODs/principal (PW), All Deans, Chief Councilor and 05 Students. Further, the office of Dean Academics shall call the meeting and maintain the record in this regard.

(ii)   The student may be allowed to register late if he/she is able to fulfill the condition of his attendance as per rule of affiliating University/Board and the concerned HODs/Principal (PW) is convinced that he/she will complete the attendance as per rules of affiliating University/Board.

(iii)   Associate Director of the institute may be authorized to reduce the late fee fine or late registration fine imposed on students on the recommendations of concerned HODs/Principal (PW), if the cases of students are found to be genuine.

Submitted for consideration and approval please

Item No. 9.12:   **Ratification of Proceedings of Internal Quality Assurance Committee of SBSSTC, Ferozepur.**

The 5th meeting of Internal Quality Assurance Committee (IQAC) of Shaheed Bhagat Singh State Technical Campus, Ferozepur was held on 29.01.2018. The proceedings of 5th meeting of IQAC are placed at **Annexure X , Page No.**

Proceedings of 5th meeting of IQAC are put up before Academic Council meeting for considerations and ratification please.

Item No. 9.13:   **Ratification of Proceedings of Board of Studies of Civil Engineering Department of SBSSTC.**

The 4th meeting of the BOS of Civil Engineering Department was held on 7.12.2017. The proceedings of 4th meeting of BOS of Civil Engineering Department are placed at **Annexure-XI, Page No.**

Proceedings of the meetings of Board of Studies of civil Engineering departments are put up before Academic Council for considerations and ratification please.